

**REPUBLIC OF TURKEY
BEYKOZ UNIVERSITY**

**PRACTICES AND PRINCIPLES FOR TUITION FEE REFUND IN CASE OF
WITHDRAWAL OR LEAVE OF ABSENCE/SUSPENSION OF ENROLMENT**

Approval authority, date, and number: Senate, 18.06.2025 / 07

Additions and amendments:

Date of review for additions and amendments:

CHAPTER ONE

ARTICLE 1

1. Students enrolled in associate, undergraduate, and graduate programs who have paid tuition fees for new registration or registration renewal, in the event of leave of absence, withdrawal from the university, or termination of enrolment, will have their tuition fee refund/credit rates as specified in Articles 2, 3, and 4.
2. For international students enrolled in the university, the refund/credit rates of tuition fees in case of leave of absence, withdrawal, or termination are specified in Article 5.

WITHDRAWAL / TERMINATION OF ENROLMENT

For students in Associate and Undergraduate Programs:

ARTICLE 2

1. If the application is made before the courses of the first semester of the academic year begin, 75% of the first semester tuition fee and 100% of the next semester tuition fee are refunded.
2. If the application is made by the end of the fourth week following the start of the first semester, 50% of the first semester tuition fee and 100% of the next semester tuition fee are refunded.
3. If the application is made after the end of the fourth week following the start of the first semester, no refund is made for the first semester tuition, and 100% of the next semester tuition fee is refunded.
4. If the application is made before the courses of the second semester begin, 75% of the second semester tuition fee is refunded.
5. If the application is made by the end of the fourth week following the start of the second semester, 50% of the second semester tuition fee is refunded.
6. If the application is made after the end of the fourth week following the start of the second semester, no refund is made for the second semester tuition fee.

For students in Graduate Programs:

ARTICLE 3

1. If the application is made before the start of the first semester, 75% of the tuition fee paid for the program is refunded.
2. If the application is made during the first semester, 50% of the tuition fee paid for the program is refunded.
3. If the application is made during the second semester, 25% of the tuition fee paid for the program is refunded.
4. If the application is made during the third or subsequent semesters, no refund is made.

LEAVE OF ABSENCE/SUSPENSION OF ENROLMENT

ARTICLE 4

1. Students enrolled in Associate, Undergraduate, and Graduate Programs who wish to take a leave of absence for any reason within the dates specified in the Academic Calendar, and whose requests are approved by the University Administrative Board, will pay tuition fees according to the rates below:
 - a) If applied before the courses begin, 25% of the tuition fee for the semester(s) being deferred (for graduate students, 25% of the tuition corresponding to the deferred semester(s)) is paid.
 - b) If applied by the end of the fourth week after courses start, 50% of the tuition fee for the deferred semester(s) is paid.
 - c) If applied after the fourth week following the start of courses, 75% of the tuition fee for the deferred semester(s) is paid.
 - d) Students who have extended their normal education period and are liable to pay tuition per credit will pay the total tuition based on the total credits of courses they are required to take in the semester they wish to defer, according to the rates above.
 - e) Tuition fees already paid by students are **not** deducted from tuition fees due for subsequent semesters/years.

TUITION REFUND AND LEAVE OF ABSENCE/SUSPENSION OF ENROLMENT FOR INTERNATIONAL STUDENTS

ARTICLE 5

1. Prepayments and/or tuition fees paid by international students for the first year are **non-refundable**. Partial refund is only possible if the student's visa application for entry into Turkey is rejected. The refund conditions are explicitly stated in the official offer letter provided by the university.

Visa rejection must be proven by an official document issued by the Turkish Embassy or Consulate in the student's country of citizenship or residence, clearly indicating that the

application was rejected. Beykoz University will verify the authenticity of the document through the relevant Turkish diplomatic mission.

After the visa rejection is confirmed by the University, the refund will be processed by deducting administrative fees stated in the offer letter and international bank transfer costs from the total amount paid. Therefore, the refunded amount may be less than the total paid.

Except for the above visa rejection case, **no refund** is given for any reason if registration is not completed or cancelled. Prepayments or tuition fees paid by citizens of visa-exempt countries are also **non-refundable**.

2. International students enrolled in associate and undergraduate programs, if they wish to take a leave of absence for any reason within the dates specified in the academic calendar and the request is approved by the University Administrative Board, the leave fee is calculated according to **Article 4** and deducted from the tuition for the following year. Graduate international students pay tuition in a single instalment; leave fee is calculated according to **Article 4** and **collected separately**.

CERTIFICATE PROGRAMS WITHDRAWAL / TERMINATION

ARTICLE 5

1. Students who have registered for or renewed their registration in certificate programs will receive a refund of tuition fees at the rates specified below in case of withdrawal or termination of enrolment.
2. **Short-term (up to 4 months) programs:** no refund is made.
3. **Long-term (more than 4 months) programs:**
 - a) If applied before courses start, 75% of the tuition fee for that semester and 100% of subsequent semester(s) tuition (if paid) are refunded.
 - b) If applied by the end of the fourth week after courses start, 50% of the tuition fee for that semester and 100% of subsequent semester(s) tuition (if paid) are refunded.
 - c) If applied after the fourth week following course start, no refund is made for that semester, but 100% of subsequent semester(s) tuition (if paid) are refunded.

CHAPTER TWO

Miscellaneous and Final Provisions

ARTICLE 6 – Cases not covered

1. In cases not covered by these procedures and principles, the provisions of relevant regulations, directives, and application principles published by Beykoz University are applied.

ARTICLE 7 – Repealed provisions

1. With the publication of these principles, the Beykoz University Tuition Fee Refund Principles for Withdrawal and Leave, approved by the University Administrative Board on 12.06.2024 (decision no. 2024/09), are repealed.

ARTICLE 8 – Entry into force

1. These procedures and principles enter into force from the date they are approved by the Senate.

ARTICLE 9 – Execution

1. These procedures and principles are executed by the Rector of Beykoz University.